

## Sign Application Submittal Checklist

### A. Freestanding Sign Location:

- ☐ 1. Provide distance from leading edge of sign to back of curb.
- ☐ 2. Provide distance from the center line of road to the leading edge of sign.
- ☐ 3. Provide distance from any driveway to the sign.
- ☐ 4. Indicate any utilities near sign.
- ☐ 5. Provide sign height from adjacent street grade.

### B. Wall Sign Location:

- ☐ 1. Provide front footage of business parallel to street or primary entrance.
- ☐ 2. Provide elevation view indicating sign location.
- ☐ 3. Provide dimension of sign from top of roof, side of building, and from any facade elements (windows, doors, awnings, etc.,)
- ☐ 4. Provide height of sign from grade.
- ☐ 5. Provide height of building.

### C. Sign Face:

- ☐ 1. Show height and length of sign structure (Individual letters to be enclosed within the smallest regular geometric figure)
- ☐ 2. Show height and length of all wording, horizontal spacing and insignia.
- ☐ 3. Show color and materials of sign structure.
- ☐ 4. Sign must predominantly display business name as it appears on City of Scottsdale Business License.
- ☐ 5. Leading letter height must be uniform in the business name.
- ☐ 6. Modifiers, words describing products or services, not to exceed 50% of height of business name. Two (2) modifiers allowed per business identification sign.
- ☐ 7. Logo size cannot exceed 25% of the business name.
- ☐ 8. Show color and texture of background material of sign.

**D. Miscellaneous:**

- ☐ 1. Provide letter of authorization from property owner.
- ☐ 2. Consult sign criteria for type, color, and style regulations.
- ☐ 3. On buildings over one story, indicate floors on elevation plan.
- ☐ 4. Provide a site plan.
- ☐ 5. Provide a floor plan for tenant space within a multiple tenant building.
- ☐ 6. Provide installation detail/section drawing of sign.